

Table of Contents

CHAPTER 12: RECORDS AND REPORTS

1200 GENERAL

1201 CPE REPORTS

- 1201-1 GENERAL
- 1201-2 ITEM / SUBITEM REPORTS
- 1201-3 STRUCTURE REPORT
- 1201-4 FORCE ACCOUNT REPORTS
- 1201-5 CHANGE ORDER/MINOR ALTERATION
- 1201-6 MONTHLY ESTIMATE
- 1201-7 FINAL BALANCE REPORT
- 1201-8 TRANSACTION DETAIL LOG
- 1201-9 AUDIT LOG

1202 NOTICE OF START AND COMPLETION OF PROJECT

1203 SUSPENSION OF WORK

1204 WEEKLY TIME REPORTS

- 1204-1 GENERAL
- 1204-2 WORKING DAY CONTRACTS
- 1204-3 CALENDAR DAY CONTRACTS
- 1204-4 FIXED-DATE CONTRACTS

1205 TIME EXTENSIONS

1206 PLANS AND SPECIAL PROVISIONS REVIEW

1207 FINAL RECORDS AND REPORTS (PROJECT CLOSE-OUT)

- 1207-1 FIELD RED-LINE DRAWINGS
- 1207-2 MATERIALS SAMPLE CHECKLIST

1208 CLOSE-OUT OF CONSULTANT AND LOCAL GOVT. PROJECTS

1209 DISPOSITION OF RECORDS

1210 LABOR COMPLIANCE FOR FEDERAL AID PROJECTS

- 1210-1 GENERAL
- 1210-2 FEDERAL LABOR ACTS
- 1210-3 CERTIFIED PAYROLL PROCEDURES IN LCPTRACKER
- 1210-4 APPRENTICE AND TRAINEE DOCUMENTATION
- 1210-5 FRINGE BENEFITS
- 1210-6 SPECIFIC FRINGE BENEFITS
- 1210-7 OVERTIME, FRINGE BENEFITS AND ZONE PAY
- 1210-8 BACK WAGE PAYMENTS
- 1210-9 CONTRACTOR EMPLOYEE INTERVIEWS
- 1210-10 SITE OF WORK, TRUCK DRIVERS AND HAULING
- 1210-11 DOCUMENTATION REQUIRED FOR PROOF OF OWNER-OPERATOR

1211 MISCELLANEOUS COMPLIANCE FOR ADOT PROJECTS

- 1211-1 SUBLETTING THE CONTRACT
- 1211-2 TITLE 29, PART 5, CODE OF FEDERAL REGULATIONS6
- 1211-3 HAULING ONLY
- 1211-4 SUBCONTRACTOR REQUEST FORM (SRF) APPROVAL
- 1211-5 LOWER-TIER SUBCONTRACTORS
- 1211-6 SUBCONTRACTOR VERSUS SUPPLIER
- 1211-7 CONTRACTOR VERSUS SUBCONTRACTOR
- 1211-8 UNAUTHORIZED SUBCONTRACTORS
- 1211-9 AUTHORIZED SIGNATURE FORM
- 1211-10 RELEASE OF RETENTION
- 1211-11 CONSULTANT FIELD OFFICES

Table of Contents

CHAPTER 12: RECORDS AND REPORTS

REFERENCES

BLANK FORMS

INSPECTOR'S DAILY FORCE ACCOUNT REPORT
PROJECT PLAN & SPECIFICATION REVIEW FORM
STOP WORK ORDER
RESUME WORK ORDER
REQUEST FOR EXTENSION OF TIME
WEEKLY STATEMENT OF COMPLIANCE
CONTRACTOR'S EMPLOYEE INTERVIEW
AUTHORIZED SIGNATURE FORM
FIELD RED-LINE INFORMATION
FORCE ACCOUNT DAILY REPORT
SUBCONTRACTOR REQUEST FORM (SRF)

EXAMPLE I

FEDERAL AID PROJECTS SUBCONTRACT ATTACHMENTS

EXAMPLE II

NON FEDERAL AID PROJECTS SUBCONTRACT ATTACHMENTS